



DAS Print Services

NowPrint Tutorial

You can now enter all print requests online through a system called NowPrint. NowPrint is available over the Internet at <http://nowprint.print.iastate.edu/das>. The following tutorial will walk you through the steps necessary to submit a print request. Feel free to call DAS Print at (515) 281-5231 or email us at DASPrint@iowa.gov with any questions. We hope you will find this an easy-to-use means to get your jobs printed.

Login to NowPrint

Most users will have accounts setup for them by DAS Print Services. Use the username and password they sent you.

- Type your username in the "Username" field
- Type your password in the "Password" field
- Press the "Login" button

NowPrint Home Page

This is the Home page for NowPrint. From this page you can order print jobs, review your order history, or modify your profile (address book, password, default print settings, etc.)

Order Documents for Print and Delivery or Pickup

To start a print request:

- Click the "Order Documents for print and delivery or pickup" link.

There are 4 steps to place an order:

1. Add Documents - upload your document(s) to be printed.
2. Choose print, binding and finishing options
3. Identify the recipients
4. Add accounting information

Step 1: Add Documents

Copy center:

- Press the down arrow button for Copy Center.
- Select the Copy Center to handle your print request

Ways to Add Documents to Your Order

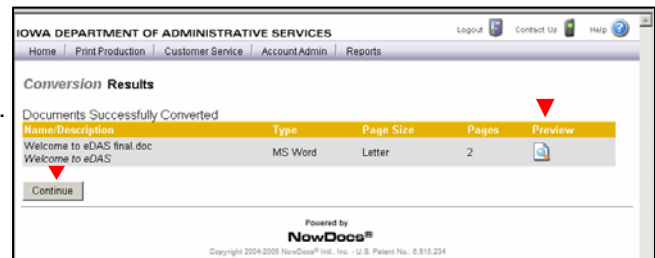
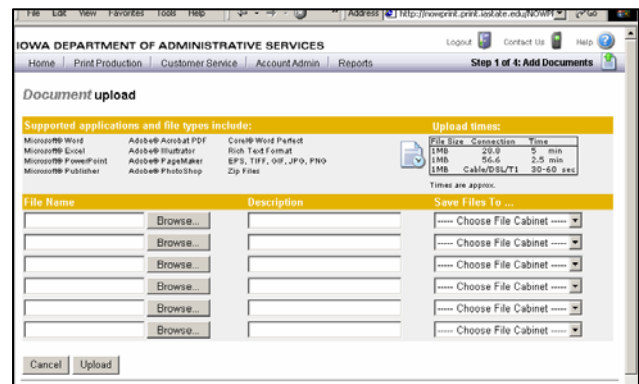
There are four ways to add a items to your order.

1. Document upload – upload a document from your workstation or network
2. From the file cabinet – you can create a personal filing cabinet and store files for future use. You may also be able to use files from a department filing cabinet. These filing cabinets are similar to folders on your network.
3. Counter drop-off – this option is used when you drop off hard copies to be reproduced.
4. Warehoused Items – DAS Print sells a variety of supplies, such as paper stock. Use this option to purchase your supplies.

Ways to Add Documents to Your Order: Document Upload

To upload a file from your computer or network

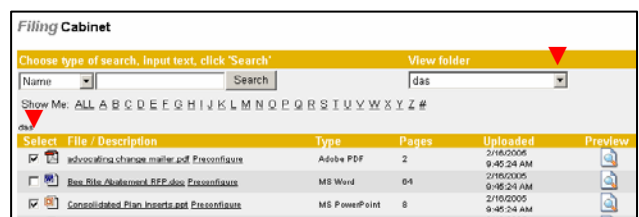
- Click “Document Upload”.
- Click “Browse” to view files on your computer and network.
- Highlight the desired file.
- Click “Open” to select the file.
- You should see the file listed in the column “File Name.”
- Type a description of the file in the “Description” column.
- Optional: you can store this file in a NowDocs filing cabinet for easy access. However, if you make any changes to the document, you should save a new copy in this filing cabinet.
- Continue the above process until all documents have been added to your print request.
- Press “Upload” to move your document/s into the printing system.
- You should see a screen which confirms that your document that been uploaded and converted successfully.
- Click the Preview icon to see how the document will be printed.
- Press “Continue.” This returns you to Step 1 where you can view your order up to this point.



Ways to Add Documents to Your Order: From File Cabinet

Another way to add documents to your order is to upload them from a NowDocs' filing cabinet.

- Click “From File Cabinet”.
- NowDocs displays the files in your Personal folder.
- Press the “View Folder” drop down arrow to view other folders.
- Highlight the desired folder to display those files.
- Choose the desired files, by clicking the box in the “Select” column.
- Scroll to the bottom of the page and click “Add to Order”.
- Selected files should appear on the Documents list in Step 1.



Ways to Add Documents to Your Order: Counter Drop-off

If you do not have an electronic copy of your print job, you can drop off a hard copy at Printing Services. Enter the job information into NowDocs for billing and tracking purposes. Attach a copy of the Order Form to your Print job.

- Click "Counter Drop-off" in Step 1.

Step 1 add documents

Copy Center: Grimes Copy Center

Add Documents:

Document Upload Warehouse Items From File Cabinet Counter Drop-off

Document / Description	Type	Pages	Preview
Welcome to eDAS final.doc (Letter)	MS Word	2	
Consolidated Plan Inserts.ppt (Letter)	MS PowerPoint	8	

Showing Documents: 1 - 2 Total Documents: 2

Cancel Order Go To Next Step

- In the File Name column, type the name of your document.
- In the Description column, describe the job.
- Select the page size.
- Type the number of pages.
- Click "Add Documents."
- Information about your documents should now appear on the list of documents.

Customer Counter print center drop off

Welcome to our Customer Counter where you may place your print order online for service at your local print center. Just type in your document information and complete the order. An Order ID will be generated on your order confirmation page. Remember to drop your hardcopies off at your print center along with a printout of the order confirmation page.

When the print center completes the printing and any other finishing options chosen, it will be ready for delivery or for you to pick up.

Document Information

File Name	Description	Page Size	# of Pages
		Letter	
		Letter	
		Letter	
		Letter	
		Letter	
		Letter	
		Letter	
		Letter	
		Letter	
		Letter	
		Letter	

Cancel Add Documents

Ways to Add Documents to Your Order: Warehouse Items

- Click "Warehouse Items" to purchase stock items.

Step 1 add documents

Copy Center: Grimes Copy Center

Add Documents:

Document Upload Warehouse Items From File Cabinet Counter Drop-off

- In the Select column, check the desired items.
- Click "Add to Order" button at the bottom of the screen.

Filing Cabinet

Choose type of search, input text, click "Search" View folder

Name: Search: Folder: das

Show Me: ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z #

Select	File / Description	Type	Pages	Uploaded	Preview
<input checked="" type="checkbox"/>	#10 Envelopes Qty: 500	Warehouse Item			
<input checked="" type="checkbox"/>	#10 Envelopes Qty: 500	Warehouse Item			
<input checked="" type="checkbox"/>	#10 Window Envelopes Qty: 500	Warehouse Item			
<input checked="" type="checkbox"/>	#10 Window Envelopes Qty: 500	Warehouse Item			
<input checked="" type="checkbox"/>	#9 Envelopes Qty: 500	Warehouse Item			
<input checked="" type="checkbox"/>	1 Color Bus Card Qty: 500	Warehouse Item			
<input checked="" type="checkbox"/>	1 Color Bus Card Qty: 500 (Call to setup card)	Warehouse Item			
<input checked="" type="checkbox"/>	14 x 18 Capitol Photo	Warehouse Item			
<input checked="" type="checkbox"/>	14 x 18 Capitol Photo - DAS	Warehouse Item			

Complete Step 1

- Review your order for accuracy. At this point it shows:
 - Copy Center to handle your order.
 - Documents uploaded to be printed.
 - Documents that you will drop off at the counter.
 - Warehouse items that you wish to purchase.
- Click the icon to preview any document you uploaded.
- If you want to remove an item from your order, click "Remove" next to that item.
- Click "Go to Next Step" when all documents have been added.

Step 1 add documents

Copy Center: Grimes Copy Center

Add Documents:

Document Upload Warehouse Items From File Cabinet Counter Drop-off

Document / Description	Type	Pages	Preview
Welcome to eDAS final.doc (Letter)	MS Word	2	
Welcome to eDAS			
Consolidated Plan Inserts.ppt (Letter)	MS PowerPoint	8	

Showing Documents: 1 - 2 Total Documents: 2

Cancel Order Go To Next Step

Step 2: Choose print, binding, and finishing options

- For each item, indicate the quantity to be printed or purchased from the Warehouse. The default is 1 copy.
- Review the default Format and Paper options.
- To change the settings, click “Change Settings” (see below).
- If no changes are needed, click “Next Step” to continue ordering.

Change Settings (Optional)

To change the default Format and Paper options:

- Click “Change Settings” for the desired document.

- Press the down arrow to view your options for format, paper binding and cover. Color choices are dependent on the paper, format and cover selected.
- For advanced finishing options, check the appropriate box to make your selection.
- Click the “Save” button at the top of the page to save these changes.
- Click “Next Step” to continue ordering.

Create Single Binder (optional)

- You have the option to put the documents into a single binder.
- Press “Create Single Binder.”
- The default binder is “Fast-Back Tape”. To change this,
 - Click “Edit Binder Options.”
 - Press the drop down arrow and highlight your binding choice.
 - Click “Save” to save binding changes.
- You must also indicate:
 - Number copies (binders)
 - Order of appearance for each document in the binder.
 - Click “Update Order” if you change the order of the documents.

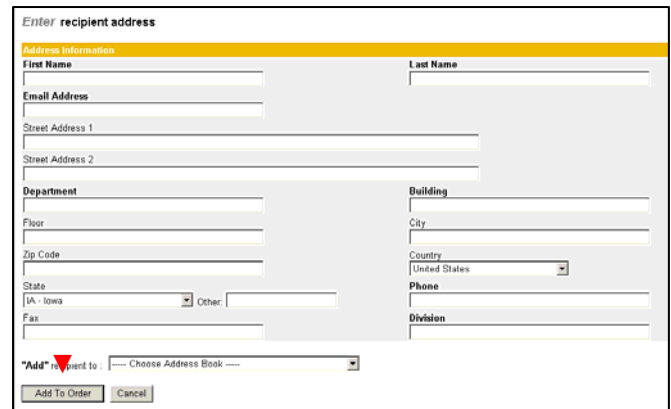
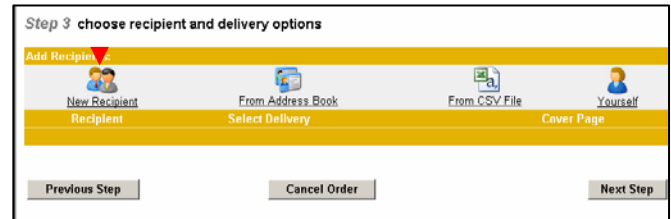
- Press “Next Step” to continue ordering.

Step 3: Choose recipient and delivery options

In this step, you identify who should receive the order, whether it will be picked up or delivered, and when you want the job completed. You can be the recipient and/or you can select recipients from your address book.

New Recipient

- To add a recipient that is not in your address book, click “New Recipient”.
- Complete the form. The following fields are required:
 - First name
 - Last name
 - Department
 - Building
 - Phone
 - Division
- To add this person to your address book, press the down arrow next to “Add” recipient to – and select the desired address book.
- Click “Add to Order” to list this person as a recipient.



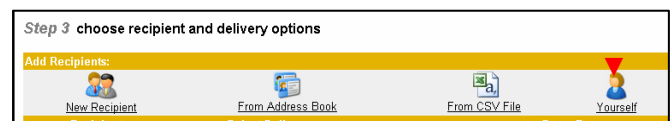
From Address Book

- To add a recipient from your address book click “From from Address Book.”
- NowDocs displays your Personal Address book.
- To view a different address book, press the down arrow by “Choose Address Book” and select the desired address book.
- To select a person, click the box next to that name.
- You can select multiple recipients.
- Click “Add to Order” to add the selected recipients to the order.



Yourself

- To add yourself as a recipient, click the “Yourself” icon.
- Your name should display on the recipient list.



Review Recipient Information

- Review the list of recipients.
- Click “Remove” to delete a recipient.
- Click “Edit” to adjust the number of copies each person receives. NowDocs will give each person the total number of copies you had originally requested for each document.
- Click the recipient’s name to change the address book data.

Step 3 choose recipient and delivery options

Add Recipients:

New Recipient From Address Book From CSV File Yourself

	Recipient	Select Delivery	Cover Page
Remove / Edit	Kit Krogmeier	Pick Up 11/3/2005 5PM	
Remove / Edit	Julia Heil	Pick Up 11/3/2005 4PM	

Previous Step Cancel Order Next Step

Select Delivery

For each recipient, you must

- Select the Delivery method – either Pickup or Delivery.
- Click the calendar icon, to select the date.
- Press the down arrow in the time field to select the delivery/pick up time.
- Click “Next Step” to go to Step 4.

Step 3 choose recipient and delivery options

Add Recipients:

New Recipient From Address Book From CSV File Yourself

	Recipient	Select Delivery	Cover Page
Remove / Edit	Kit Krogmeier	Pick Up 11/3/2005 5PM	
Remove / Edit	Julia Heil	Pick Up 11/3/2005 4PM	

Previous Step Cancel Order Next Step

Step 4 Review Receipt and Choose Payment Options

NowPrint shows the total price for your order. This is just an estimate, as Print Services may need to adjust it.

Click “View Receipt Details” to see the details of your invoice.

Step 4 review receipt and choose payment option

Please confirm your order details by viewing the summary receipt. Choose the appropriate payment method, and then click the “Place Order” button.

Summary Receipt	Order Total
	Items Subtotal: \$37.20
	Shipping and Handling: \$0.00
	Total: \$37.20

The Order Details gives an itemized list and the associated costs. It shows the shipping information and who will be invoiced for the order.

Order Details

This job contains multiple documents bound separately.

5389

Status: Date Due: 11/02/2005 4:00 PM (CST)
Print Center: Orman Copy Center

Item Summary	Bill to																												
<table border="1"> <thead> <tr> <th>Item</th> <th>Quantity</th> <th>Price</th> <th>Total Price</th> </tr> </thead> <tbody> <tr> <td>Impressions: 0 & W Letter</td> <td>24</td> <td>0.0425</td> <td>\$1.02</td> </tr> <tr> <td>Paper: 20# Bond (Letter)</td> <td>24</td> <td>0.0075</td> <td>\$0.18</td> </tr> <tr> <td>Warehouse Item: #10 Envelopes Qty. 500</td> <td>2</td> <td>18.0000</td> <td>\$36.00</td> </tr> <tr> <td>Shipping and delivery: Delivery(D Krogmeier)</td> <td>1</td> <td>0</td> <td>\$0.00</td> </tr> <tr> <td>Shipping and delivery: Pick Up(Julia Heil)</td> <td>1</td> <td>0</td> <td>\$0.00</td> </tr> <tr> <td>Total:</td> <td></td> <td>\$55.80</td> <td></td> </tr> </tbody> </table>	Item	Quantity	Price	Total Price	Impressions: 0 & W Letter	24	0.0425	\$1.02	Paper: 20# Bond (Letter)	24	0.0075	\$0.18	Warehouse Item: #10 Envelopes Qty. 500	2	18.0000	\$36.00	Shipping and delivery: Delivery(D Krogmeier)	1	0	\$0.00	Shipping and delivery: Pick Up(Julia Heil)	1	0	\$0.00	Total:		\$55.80		<p>Name: Julia Heil DAS Address: 1205 East Walnut Hoover Des Moines, IA 50319-0001 US Phone: 515-281-6334 Fax:</p> <p>Payment:</p>
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Total:		\$55.80																											

Note: This order may be subject to additional charges.

Production and Fulfillment

Item #	Item	Quantity
1	Welcome to eDAS final.doc	2
2	Test document	2
3	Consolidated Plan Inserts.ppt	2
4	#10 Envelopes Qty. 500	1
5	#10 Envelopes Qty. 500	1

Recipients

Recipient	Name	Address	Phone	Fax	Service	Date Due	Shipping
Kit Krogmeier	Kit Krogmeier	DAS 1205 East Walnut Hoover Des Moines, IA 50319-0001 US Phone: 515-281-6334 Fax:			Service: Delivery	11/02/2005 4:00:00 PM (CST)	Shipping: Standard
Julia Heil	Julia Heil	DAS 1205 East Walnut Hoover Des Moines, IA 50319-0001 US Phone: 515-281-6334 Fax:			Service: Pick Up (DAS)	11/02/2005 2:00:00 PM (CST)	Shipping: Standard

Previous


After viewing the Order Details, press “Previous” to complete the order.

Order Name

- It is important to give your order a name to easily recognize it. Print staff can use the order name to refer to your print job.
- The Order Name will also appear on your eDAS invoice.
- Always start the Order Name with your department's 3-letter abbreviation.

Step 4 review receipt and choose payment option

Please confirm your order details by viewing the summary receipt. Choose the appropriate payment method, and then click the 'Place Order' button.

Summary Receipt	Order Total
 View Receipt Details	Items Subtotal: \$37.20 Shipping and Handling: \$0.00 Total: \$37.20

Order Name
Give your Order a name to easily remember and identify [DAS Training Materials] (max 50 characters)

Special Order Instructions

Payment Method

- Scroll to the bottom of the page to select your payment method.
- Click the button for desired payment method.
- Complete the Account information.

eDAS Account # - is the 4-digit number used in eDAS.

I/3 Account # - allows you to fill in the Fund, Department, Orgn, SubOrgn and Program. You must either fill in this information or uses X's for the fields you do not wish to enter.

Cash – type the amount paid.

Order Information (Required items are in bold)

Select Payment Type	Account
<input checked="" type="radio"/> eDAS Account #	<input type="text"/> 4 Digit eDAS account number.
<input type="radio"/> I/3 Account #	<input type="text"/> Fund-Dept-Orgn-SubOrgn-Prog XXXX-XXX-XXXX-XX-XXXX
<input type="radio"/> Cash	<input type="text"/> Delivery Not available with this payment option.

[Previous Step](#) [Cancel Order](#) [Place order](#)

Complete Your Order

- Click "Place Order" to complete your request.
- NowPrint will display the Order Number on the Order Confirmation.

Order Confirmation order number: 2238

Thank you for using our service! Your order has been received. Please print out this page for your records. The **Order ID** for is: 2238

Thank you!

Send Date	Recipient(s)	Order Due Date	Tracking #
7/17/2005 8:43 PM	Lise Melton	7/18/2005 3:00 PM	1503258943
7/17/2005 8:43 PM	Kit Krogmeier	7/18/2005 1:00 PM	1502514421

Showing Recipients: 1 - 2 Total Recipients: 2

[Back to Home](#) [Start another order](#)

Thank you

NowPrint also sent you an email to confirm the order.

Thank you for using NowPrint. If you have any questions regarding the system, please contact DAS Print at (515) 281-5231 or email us at DASPrint@iowa.gov. We hope you will find this an easy-to-use means to get your jobs printed.

Job # 2238 Confirmation - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward

Extra line breaks in this message were removed.

From: DAS Customer Support [nowprint@iastate.edu] Sent: Sun 7/17/2005 8:43 PM
To: Krogmeier, Kit [DAS]
Cc:
Subject: Job # 2238 Confirmation

Dear Kit Krogmeier,

Thank you for submitting your order. You can check the status of your order 2238 online at anytime. If you have any questions about your order, please call the production center.

Total Estimated Cost: \$1.09

Delivery to: Lise Melton
Address:
400 E 14th St
Des Moines, IA 50319
US

File Name: training schedule.xls
File Type: MS Excel
File Description: Training Schedule
File Size: 36864
Pages: 12
Paper: - 20# Bond
Printing: B&W - Double-Sided